

COIN Pay Practices and Pay Factors

Pay Practice		Personnel Action	Pay Results			Pay Factors
			Pay Band	Position Number	Salary	
New Hire		New Hire	Varies.	Varies.	Negotiable. From the pay band minimum to 15% above current salary. May not exceed pay band maximum.	Duties & Responsibilities, Work Experience, Education, Knowledge, Skills, & Abilities, Market Availability, and Current Salary
In-Band Adjustment	Transfer	Transfer	Pay band remains the same.	Change in position number.	Salary remains the same or up to 10% increase per fiscal year. May not exceed pay band maximum.	Duties & Responsibilities, Performance, Work Experience, Education, Internal Salary Alignment, Current Salary, Business Need, Budget Implications, and Training, Licensure, & Certification*
	Salary Alignment <i>(internal / local pay plan)</i>	Internal Salary Adjustment	Pay band remains the same.	Position number remains the same.		
	Additional Duties	Internal Salary Adjustment				
	Class Change-Up	Class / Role Change				
	Reduced Duties	Internal Salary Adjustment	Pay band remains the same.	Position number remains the same.	Salary remains the same or up to 10% decrease per fiscal year. May not go below pay band minimum.	
	Class Change-Down	Class / Role Change				
	Competitive Offer	Internal Salary Adjustment	Pay band remains the same.	Position number remains the same.	May match documented outside offer. May not exceed pay band maximum.	Business Need, Performance, Work Experience, Education, Market Availability, Total Compensation, Budget Implications, and Current Salary
Out-of-Band Adjustment	Promotion	Promotion	Higher pay band.	Change position number.	Salary increase up to 15% or minimum of higher pay band.	Duties & Responsibilities, Performance, Work Experience, Education, Internal Salary Alignment, Current Salary, Business Need, Budget Implications, and Training, Licensure, & Certification*
	Role Change-Up	Class / Role Change		Position number remains the same.		
	Demotion	Demotion	Lower pay band.	Change position number.	Salary remains the same or up to 10% decrease per fiscal year. May not go below pay band minimum.	
	Role Change-Down	Class / Role Change		Position number remains the same.		
Separation		Separation	Varies.	Varies.	N/A. Salary of vacant position remains unchanged until a pay practice affects a change.	N/A.

All pay factors must be considered for the appropriate pay practice. Pay factors with an asterisk (*) are optional and may also be considered.